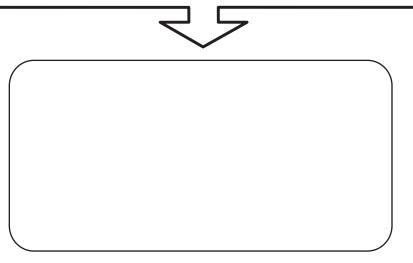
Teacher Return Envelope

Directions

- On the outside of the envelope, print the teacher name and the number of completed student scan documents included.
- Place the *Teacher Identification*Sheet on top of the completed student scan documents and put them in the envelope.
- ☐ Make sure the district and school name show through the window.
- ☐ Do not seal the envelope.
- ☐ Return to your School MI-Access Coordinator.
- ☐ Check here if **Special Handling** is required. (See the *Coordinator and Assessment Manual* for details)

MI-Access Hotline (888) 382-4246 Fax: (845) 277-8142 E-mail: mi-access@tasa.com Make sure the district and school name on the *Teacher Identification Sheet* show through the window.



Teacher Name:

No. of completed student scan documents:

Access

This number should match the number on the School Identification Sheet.

Please contact your School MI-Access Coordinator with any questions.



